

The City of Manistee has developed a Public Participation Plan for Planning and Development Projects that contains the policies and procedures used for public involvement and outreach in the City's approval process. This plan contains the following:

- Public Participation Goals
- Key Stakeholders in the Planning and Development Process
- State and Local Regulations
- Opportunities for Public Participation
- Strategies for the Planning and Development Review Process
- Methods for Community Participation
- Community Engagement and Outreach Activities

The City of Manistee is required by State law, the City's Code of Ordinances, City's Zoning Ordinance and the bylaws of the various Boards and Commission to pursue public participation in planning and development projects. The City follows a public involvement process that provides information in a timely public notice, and encourages early and continuing involvement of stakeholders in the planning and review process. The City Council and the City's boards and commissions hold public meetings at City Hall which is a barrier free facility. Information is made available on the City's [website](#) and [Facebook](#) page. The City employs various methods to target larger audiences when needed and implements additional measures to engage the community and a diverse set of stakeholders in the review process.

The City of Manistee is committed through the development of this plan for a public participation process that includes effective communication with various stakeholders in planning and development activities. The City encourages citizen participation and works to engage a diverse group of stakeholders in the review process for planning and development. The City has developed a method of evaluation that provides feedback to ensure that the process is working and addresses issues, as they arise, so that changes can be made to ensure that the plan considers new methods of reaching the public. The Plan will be updated as needed to reflect changes.



This plan does not preclude additional public involvement and if the circumstances arise the City may retain a third party consultant that shall adhere to the provisions of this plan, if applicable.

1. Public Participation Goals

The City of Manistee has developed the following Public Participation Goals:

- The City of Manistee shall conduct all aspects of citizen participation in an open manner, with freedom of access to the participation process for all interested persons.
- The City of Manistee shall solicit public participation in each phase of the master planning process.
- The City of Manistee shall engage a diverse set of community stakeholders in planning, land use, and development decisions.
- The City of Manistee shall encourage the involvement of residents most affected by the proposed planning, land use, or development project.
- The City of Manistee shall seek to identify and involve a broad and representative cross-section of community's residents.
- The City of Manistee shall make reasonable efforts to ensure continuity of involvement of citizens throughout all stages of the planning and review process.
- The City of Manistee shall utilize effective and equitable avenues for distributing information and receiving comments that includes the City Website and City's Facebook Page.
- The City of Manistee shall support and encourage effective participation. Information shall be made available in a timely manner, so as to enable citizens to be involved in important decisions at various stages of the review and approval process.
- The City of Manistee shall record the results of public engagement to the extent feasible and provide summaries back to the public.

Along with the desire to include a diversified public in its planning processes, the City of Manistee relies on state statutes to help guide its participation activities.

1.1 Open Meetings Act

In accordance with the Michigan Open Meetings Act (PA 267 of 1976), the City of Manistee will hold meetings in the Council Chambers, City Hall, 70 Maple Street, Manistee, Michigan, which accessible to the general public.

The public will be notified within 10 days of the first meeting of a public body in each calendar or fiscal year; the body will publically post a list stating the dates, times and places of all its regular meetings at City Hall.

If there is a change in schedule, within three days of the meeting in which the change is made, the public body will post a notice stating the new dates, times and places of regular meetings.

For special and irregular meetings, public bodies will post a notice indicating the date, time and place at least 18 hours before the meetings.

Public bodies will hold emergency sessions without a written notice or time constraints if the public health, safety or welfare is severely threatened and if two-thirds of the body's members vote to hold the emergency meeting.

Meetings are listed on the Events Calendar on the City Website.

2. Key Stakeholders in the Planning and Development Process

The following group of stakeholders represents a diverse set of individuals, groups and organizations that are interest or affected by the Planning and Land Use Process. Different groups may be engaged in each of the review process depending on the nature of the project, the plan, level of interest and the City's financial involvement in the project.

- | | | |
|-----------------------------------|------------------------------|------------------------------|
| ➤ City Council | ➤ City Boards & Commissions | ➤ Steering/Ad Hoc Committees |
| ➤ Young Professionals | ➤ Residents | ➤ Business Owners |
| ➤ Manistee Area Public Schools | ➤ Manufacturers Council | ➤ Manistee County |
| ➤ Manistee Intermediate School | ➤ Real Estate Brokers/Agents | ➤ Neighboring Municipalities |
| ➤ West Shore Community College | ➤ Taxing Jurisdictions | ➤ Senior Citizens |
| ➤ Public Employees | ➤ Major Local Employers | ➤ Civic/Social Organizations |
| ➤ Students and Student Groups | ➤ Environmental Groups | ➤ Other Stake Holders |
| ➤ Potential Investors/ Developers | ➤ Neighborhood Groups | ➤ Chamber of Commerce |
| ➤ Visitors Bureau | ➤ Main Street/DDA | ➤ Utility Service Providers |

3. State and Local Regulations

The City, through the work of City Council and individual boards and commissions, follows the local and state regulations listed below. These regulations include provisions for the public review process, public participation, and public hearings.

- Home Rule City Act (PA 279 of 1909)
- [City Charter](#)
- [City Code of Ordinances](#)
- [City Zoning Ordinance](#)
- The Michigan Open Meetings Act (PA 267 of 1976)
- The Michigan Planning Enabling Act (PA 33 of 2008)
- Brownfield Redevelopment Financing Act (PA 381 of 1996)

- Downtown Development Authority Act (PA 197 of 1975)
- Local Historic Districts Act (PA169 of 1970)
- The Plant Rehabilitation and Industrial Development Districts Act (known as the Industrial Facilities Exemption) (PA 198 of 1974)
- The New Personal Property Exemption Act (PA 328 of 1998)
- Other relevant local and State legislation

4. Opportunities for Public Participation

The City provides Manistee residents, and stakeholders in general, with numerous opportunities to get involved in the planning, review, and approval process for planning and zoning applications, planning documents, development projects, and economic development assistance programs.

The Site Plan Review, Process for Commercial Projects A Step-by Step Guide for Developers in the Appendix outlines the development approval process followed in the City of Manistee for commercial projects.



4.1 Development Review Bodies

City Council

The [City Council](#) is the governing body for the City of Manistee. The council consists of seven members who serve two-year terms. Members are nominated by district but elected at large by voters. Elections

are nonpartisan. Terms are staggered with districts 1, 3, 5 and 7 elected one year while districts 2, 4 and 6 are elected the next year.

Once seated after an election, council elects a mayor from among their members. The mayor is the city's chief executive official and presides over meetings of the council.

The City Council is the legislative authority and governing body for the city. It is responsible for hiring and overseeing the City Manager, setting policy and adopting ordinances and resolutions. One of the most important policies is budgetary which is carried out through reviewing and adopting the [annual budget](#) which funds the city's operations, capital projects and council's priorities fiscal year which begins every July.

Another important policy document is the [strategic plan](#). This annually updated plan provides high level guidance for the day to day operations of the city and is a vital management tool.

Boards and Commissions

The City encourages citizen participation in local government planning and policy decisions. Therefore, all citizens are invited to apply for appointments to City [boards and commissions](#). The City has established a number of boards and commissions. Some are state-mandated and others are purely a local creation; however they all make significant contributions to the community and its betterment. Some groups provide recommendations to the City Council on a variety of topics and issues.

Some of the boards and commissions review proposed plans and land use projects. These boards and commissions function in two capacities, the first being the public policy process, the second in advisory and administrative. These boards or commissions may make recommendations to the City Council based on the project. These advisory boards and commissions have regularly scheduled meetings in place during which they review projects, deliberate on issues, and hosts special events.

City boards and commission meet regularly and provide opportunities for public participation in the planning and development review process. These are public meetings and a public comment period is on each agenda. Listed below are the boards and commissions in the City of Manistee that work on the planning and development review process.

- The [Brownfield Redevelopment Authority](#) was formed to facilitate the sensible redevelopment of numerous underutilized or vacant commercial and industrial properties throughout the city.
- The [Historic District Commission](#) is charged with overseeing the city's historic district. The establishment of the Historic District allows property owners with contributing properties the opportunity to apply for both federal and state tax credits.
- The [Housing Commission](#) is charged with overseeing senior and low-income housing. It has oversight of the properties owned by the Manistee Housing Commission.
- The [Main Street/Downtown Development Authority](#) is charged with overseeing the orderly development of the downtown. It is funded by taxpayer dollars through a tax increment financing arrangement. This board also oversees the Main Street program.

- The [Planning Commission](#) prepares and adopts physical plans for the City and reviews development proposals, both private and public as set forth in the Michigan Zoning Enabling Act, MCL 125.3101 et seq. and the Michigan Planning Enabling Act, MCL 125.3801 et seq. and acts in an advisory capacity for matters referred by the City Council.
- The [Zoning Board of Appeals/Construction Board of Appeals](#) have the power to authorize, upon an appeal, specific variances from requirements such as lot area and width regulations, building height regulations, yard and depth regulations and off-street parking and loading space requirements. The ZBA hears and decides questions that arise in the administration of the zoning ordinance including the interpretation of text and the zoning map. The Construction Board of Appeals was established in accordance with Sec. 14 of the Michigan State Construction Code act of 1972 as amended.

The City is always looking for talented, committed people to serve on its boards and commissions. If you are interested, please contact the City Clerk's office and fill out an application. Vacancies on our boards come up quite frequently and we are always looking to fill open positions. These are advertised in the local paper, on the City website and posted on the City Facebook page. The City strives to make sure our volunteers experience is as productive and rewarding as possible. A complete list of boards and commissions, their responsibilities, meeting agendas and minutes can be found on the City's website.

4.2 Public Meetings

All meetings of the City Council and its various boards and commissions shall be open to the public in accordance with the "Open Meetings Act," PA 267 of 1976 as amended, except closed session meetings as provided for in the Act. Public notice of meetings shall be given in accord with the Act. All meetings shall be held in a facility accessible to persons with disabilities and the City shall provide reasonable accommodations, such as interpreters for the hearing impaired and audiotapes of printed materials being considered at this meeting, upon notice to the City of Manistee prior to the meeting. Individuals with disabilities requiring reasonable accommodations or services should contact either the City Manager's or City Clerk's office.

Interested persons are encouraged to contact City Hall or check the City's website in order to be kept informed of any meeting schedule, variations, or location changes.

The City Council's meetings are recorded and replayed on [Manistee Public Access Channel](#) 189/190. Individual boards and commission will hold public meetings pursuant to the boards' and commissions' bylaws and State regulations. Meeting agendas and packets of the City Council, Planning Commission, and other boards and commissions shall be made available on the City's website in advance of the meeting.

The meeting agenda are sent, by mail or e-mail, to all land use applicants. Meeting minutes of the City Council and the City's boards and commissions are coordinated by the staff liaison and posted on the City's website.

4.3 Public Comments

Opportunities for public comment shall be available at any meeting of the City Council or City's boards and commissions in accordance with the provisions in the boards and commission's bylaws and other operating policies. The meeting agenda allows for public comments under the 'Public Comment' or 'Communications from Citizens' sections. The participation of interested persons and their input shall be recorded in the meeting minutes. Approved meeting minutes, which include the outcome of the public participation, are made available to the public through various methods, including being posted on the City's website.

4.4 Public Hearings

The City Council and its various boards and commissions shall hold public hearings when called for in their local and State enabling legislation, or when otherwise prudent, to provide the opportunity for public comment on specific topics.

Planning Commission

The Planning Commission holds public hearings in response to requests for Special Use Permits, Planned Unit Developments, Street or Alley Vacation Requests and Zoning Amendment Requests. The Planning and Zoning Administrator shall schedule and publish the notification of a public hearing before the Planning Commission in a newspaper of general distribution in the City not less than 20 days prior to the hearing. Land use and development application notifications shall be sent by mail to the applicant, the owner of the subject property, and the owners of property within 300 feet of the subject property.

The Planning Commission meeting agenda and meeting packet shall be made available on the City's website in advance of the meeting. The applicant shall receive written notification of the Planning Commission's determination.

City Council

The City Council shall hold a public hearing when called for in their enabling legislation and as required for the review of business tax or financial assistance applications, following the notice requirements set in the local and state legislation.

Other Boards and Commissions

Other relevant boards and commissions will hold public hearings as needed and as required by the individual boards and commissions bylaws. The public hearings will be noticed as required in advance of the meeting. All meeting agendas and packets shall be made available before the meeting on the City's website.

5. Strategies for the Planning and Development Review Process

The City of Manistee has established strategies for the Planning and Development Review Process.

5.1 Adoption of the Comprehensive Plan (or update)

The City of Manistee shall follow, at a minimum, the provisions of Michigan Public Act 33 of 2008, as amended (the Michigan Planning Enabling Act, M.C.L. 125.3801 et. seq.) for the adoption of a new Comprehensive Plan or of an update to the Comprehensive Plan.

The Planning Commission shall send a notice to all stakeholders as listed in the State enabling legislation; the notice will explain that the Planning Commission intends to prepare a plan and request cooperation and comment on the plan now and when the plan is drafted.

The Planning Commission and the City will then begin work on drafting or updating the plan. They shall involve the public through many of the methods listed in the section 'Methods for Community Participation,' including, but not limited to, steering committees, open houses, community meetings, community walks and tours, website updates, social media, and surveys. The City shall encourage the involvement and participation of all stakeholders, including any marginalized groups that may be typically less involved in the planning process. Stakeholder involvement is encouraged from the beginning and the results of such public participation are made available to the community and participants and incorporated as much as is reasonably possible in the drafted plan or plan amendment.

In preparation, studies of existing conditions and probable growth should be done for the basis of the plan. The Planning Commission may make use of expert advice and information from federal, State, County, and municipal officials, departments, and agencies having information, maps, and data pertinent to the City. The City may consult with representatives of adjacent local units of government with respect to their planning so that conflicts in master plans and zoning may be avoided.

The City may cooperate with all departments of the State and federal governments, public transportation agencies, and other public agencies concerned with programs for economic, social, and physical development within the planning jurisdiction and seek the maximum coordination of the local unit of government's programs with these agencies.

The City shall encourage and track the public participation through a variety of means, including minutes, public recording of meetings, comment cards, sign-up sheets, and input received verbally, through written correspondence and other means as appropriate.

The Planning Commission will act to submit the proposed plan to the City Council for review and comment. The process of adopting the Comprehensive Plan shall not proceed further unless the City Council approves the distribution of the proposed plan.

The City Council shall act on the proposed plan during a public meeting held in accordance with the Open Meetings Act. The City Council shall decide on the approval of the distribution of the proposed plan to local governments and agencies for review and comments.

If the City Council approves the distribution of the proposed plan, it shall notify the secretary of the Planning Commission, and the secretary of the Planning Commission shall submit, in the manner provided by the State enabling law a copy of the proposed plan, for review and comment, to all of the units listed in the State enabling law. These entities may submit comments on the proposed plan to the Planning Commission within 63 days after the proposed plan was submitted to that entity.

Before approving the proposed Comprehensive Plan, the Planning Commission shall hold not less than one public hearing on the proposed plan. The hearing shall be held after the expiration of the deadline for comment. The Planning Commission shall give notice of the time and place of the public hearing not less than 20 days before the hearing by publication in a newspaper of general circulation within Manistee. The Planning Commission shall also submit notice of the public hearing to the entities that received initial communication.

The proposed plan shall be approved by resolution of the Planning Commission carried by the affirmative votes of not less than 2/3 of the members. A statement recording the Planning Commission's approval of the plan, signed by the chairperson or secretary of the Planning Commission, shall be included on the inside of the front or back cover of the Comprehensive Plan. Following approval of the proposed Comprehensive Plan, the Secretary of the Planning Commission shall submit a copy of the plan to the City Council.

Approval of the proposed plan by the Planning Commission is the final step for adoption of the plan, unless the City Council by resolution has asserted the right to approve or reject the plan. In that case, after approval of the proposed plan by the Planning Commission, the City Council shall approve or reject the proposed plan. A statement recording the City Council's approval of the Comprehensive Plan, signed by the City Clerk, shall be included on the inside of the front or back cover of the Comprehensive Plan if the City Council takes action on the Plan.



5.2 Adoption/Update to the Zoning Code

The Planning Commission may of its own motion, or shall upon petition for a Zoning Amendment, prepare an ordinance amending or changing the district boundaries or district regulations. In most cases, applications are due 25 days before the next meeting of the Planning Commission in order to meet the public hearing notice requirements. The ordinance will be noticed in a newspaper of general distribution in the City at least 20 days prior to the hearing.

Prior to submitting its recommendation to the City Council, the Planning Commission will hold a public hearing. The City Council will, on receipt of the report of the Planning Commission, set a date for a first reading for consideration of the proposed amendment, supplement or change. After the first reading, the City Council will schedule a second reading at which time they may act upon the adoption thereof, with or without amendment.

Following adoption of the ordinance to amend, supplement or change the district boundaries or the district regulations, the ordinance will be filed with the City Clerk, and a notice of the ordinance adoption will be published in a newspaper of general circulation in Manistee within 15 days after adoption. The ordinance will take effect upon the expiration of ten days after its publication.

5.3 Other Documents

The City shall follow, at a minimum, the provisions of the State legislation for the adoption of several planning documents. For instance, the City shall follow the requirements set forth in the Brownfield Redevelopment Financing Act (PA 381 of 1996) and the Downtown Development Authority Act (PA 197 of 1975) describes the steps for the adoption of Brownfield redevelopment plans or downtown development plans. The City shall follow the provisions of the PA 33 of 2008 and the City Code for the adoption of the Capital Improvement Plan. Additional methods of communication and public outreach may be used in the review and adoption process of all these plans.

5.4 Development Projects

The City shall follow, at a minimum, the provisions of the local and State regulations, as listed in this Plan, to review development projects that involve the approval of planning and zoning applications, permits, and business assistance. This applies to the review process for site plans and special use permits, rezoning and variance request applications, Brownfield or downtown redevelopment assistance, personal property tax exemptions, and industrial facilities exemptions.

In many circumstances, the City Council and its boards and commissions will hold public hearings, noticed in accordance with the State legislation, and allow for public comment on the proposed development project during its regular meetings. Depending on the nature of project, the community interest, and community's financial involvement, additional methods of engagement may be used to gather community feedback.

6. Methods for Community Participation

The following methods are used to advertise the public meetings of the City Council, Planning Commission, and other boards and commissions acting as advisory bodies to the City Council when taking action on land use or development applications. This list is flexible and can change based on needs and circumstances.

6.1 Accessibility

Public meetings of the City Council and the boards and Commission shall take place at City Hall, 70 Maple Street, Manistee, Michigan that is barrier-free and accessible to the entire community. At times, meetings may be held in neighborhood locations (i.e. schools), to better accommodate residents.

Most City Council meetings are recorded and televised, but at a minimum they are summarized in the meeting minutes. Other boards and commission meetings are summarized in the meeting minutes. The communities input is communicated through published minutes, direct correspondence to interested parties, website posting, Facebook posting and other methods of communication.

6.2 Avenues of Communication

The City of Manistee strives to employ diverse methods of communication in order to reach all affected stakeholders. The City shall use various forms of print and electronic media to support early and often public participation opportunities. The City uses the following avenues of communication:

- City's website: website posting of meeting agendas, minutes, and recordings of meetings
- Newspaper posting of public hearing notices (Manistee News Advocate)
- Newsletter (bi-annually mailed with tax bills)
- Public Access, [Manistee Public Access](#) Channels 189/190
- Flyer postings at the City Hall and other City building entrances
- Announcements during the meetings of the City Council and City's boards and commissions
- Press releases and communications to media. Press releases are typically distributed to a media list containing local or statewide print and broadcast organizations
- Notification of the applicant through mail or e-mail
- Mailings
- Surveys
- Other methods as deemed appropriate

6.3 Information Available to the Public

The City of Manistee strives to follow a transparent planning and development review process and share relevant information with community members and any other stakeholders, including the following:

- Published meeting schedules, minutes, and agendas are posted on the City's website.
- Meeting agendas are mailed to applicants.
- Public hearing notices are sent to applicants and affected stakeholders.
- The City's website includes a variety of topics and information pertaining to the development review process, including the City Charter, the City Code of Ordinances, resolutions, strategies and planning documents, applications and fee information, maps, and much more.

7. Community Engagement and Outreach Activities

The following methods may be used to gather the community's input on specific development proposals or the community vision for the Comprehensive Plan and other planning and zoning documents. The City may use these various activities to provide additional opportunities for citizens, public interest groups, or other stakeholders to directly participate in the development review process or the creation/amendment of plans and strategies.

The City shall communicate the results of the public participation methods in a consistent and transparent manner through the appropriate avenues of communication listed previously. More than one method of communication may be used in order to reach a broader audience and the affected persons. The results of any of the methods of engagement and outreach will be included in the report or plan generated based on the information collected during these meetings, and support the development review process.

7.1 Technology

The City currently uses several online tools of community engagement and shall continue to explore the use of new tools. For projects of great importance to the community, the City employs social networking (e.g., Facebook) to share notices about upcoming development related meetings or Comprehensive Plan updates.

7.2 Steering Committees

For any Comprehensive Plan update, the City may organize steering committees consisting of residents, business owners, Manufacturing Council, board and commission members, and other stakeholders. Members may be selected based on their expertise, interest, and background as they relate to the focus of the individual steering committee. This structure will allow for focused discussions related to a specific topic (e.g., economic development topic). Meetings will be open to the public, and a synopsis of the meeting may be posted online. The results of the meetings and discussions of the steering committees will be incorporated into the plan generated based on the information collected during these meetings.

7.3 Focus Groups, Visioning Sessions and Community Workshops/Meetings

The City may conduct focus groups for gathering the community's opinion on specific issues, development proposals, development sites of major importance, or the community vision, as needed. A variety of groups may be invited to attend the focus groups depending on the location and nature of the development site or project, including Council members, community members, school representatives, business leaders, students, board and commission members, developers, and other relevant stakeholders. Typically these meetings will be held at City Hall which is accessible and barrier-free to accommodate all persons. The minutes from the focus groups or community workshops may be shared with the participants (that chose to share their contact information) and the community. The results of these meetings will be included in any report or plan generated based on the community feedback collected during these meetings.



7.4 Surveys

The City may employ surveys, whenever possible, beneficial, and feasible, to identify key citizen concerns. These surveys provide valuable direction specifically as it relates to the City's Comprehensive Plan or planning documents. The City may design and implement, through a third party partner or City staff, surveys to gather the community's opinion with regard to specific topics (e.g., general City services, housing needs, amenities, the downtown). The surveys may be distributed through various methods of delivery to ensure the broadest reach, based on the nature of the target group (e.g., mail, e-mail, website access, copies available at City facilities). The responsible party will compile the survey results following the closing of the survey. The survey results may be posted online, and communicated to the City Council, residents, survey participants, investors, developers, and other stakeholders.

7.5 Charrettes/Design Workshops

The City may engage the community through charrettes or design workshops. This tool may most often be used for specific development projects that involve significant changes to the urban form and require public input on the design layout. The City may encourage developers to hold charrettes for specific proposed projects with significant community interest.

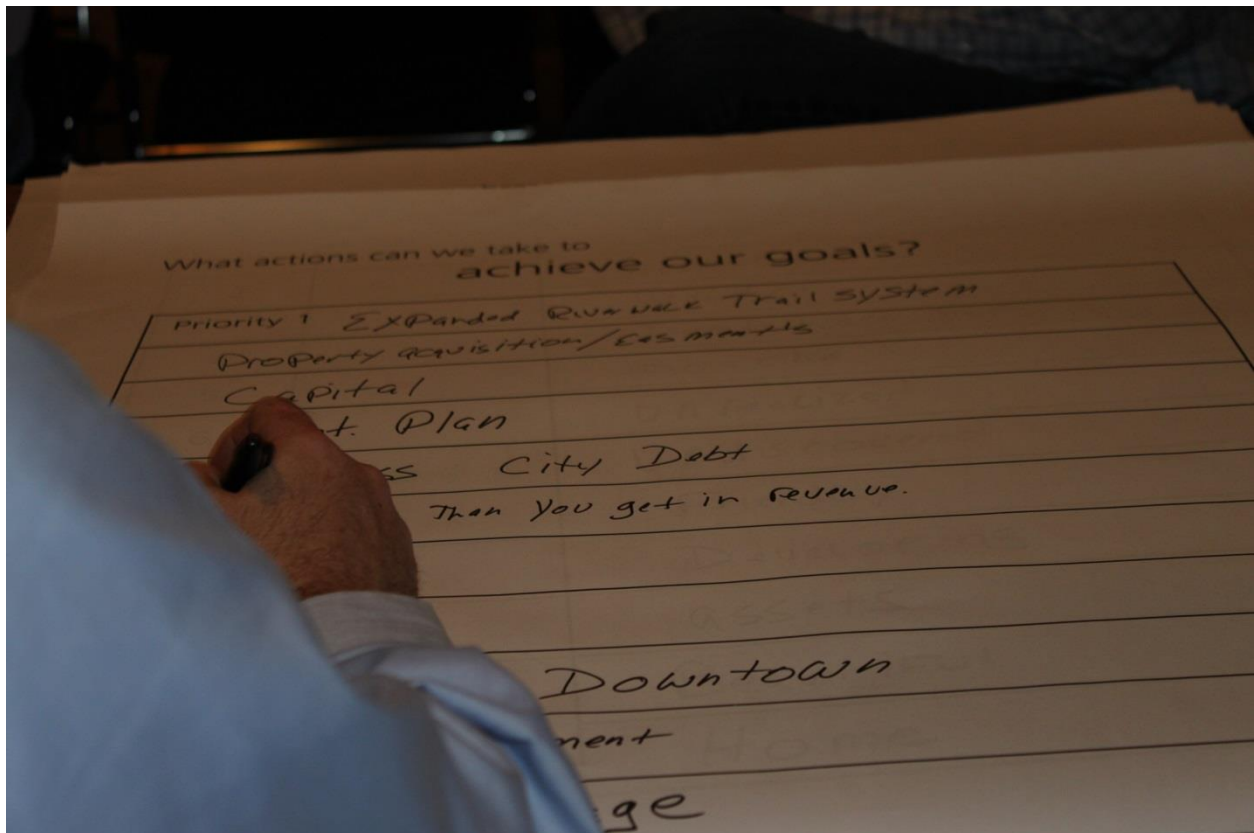


7.6 One-on-One Interviews

The City may hold interviews with various stakeholders to get specific information on a topic. In general, the information collected during interviews will be kept confidential unless requested otherwise. The information may be compiled and analyzed together with other information collected from stakeholders on a specific topic.

7.7 Bus or Walking Tours

Tours offer an opportunity for City staff, residents, and other stakeholders to identify and discuss specific development areas or topics. City staff or consultants will facilitate tours, depending of the nature of the development or planning project. The facilitator(s) may take notes during the tour and share them with the participants and the community. The results of these events will be included in any report or plan generated based on the community feedback collected during these tours.



Appendix

Site Plan Review, Process for Commercial Projects a Step-by Step Guide for Developers

Community Events Satisfaction Survey

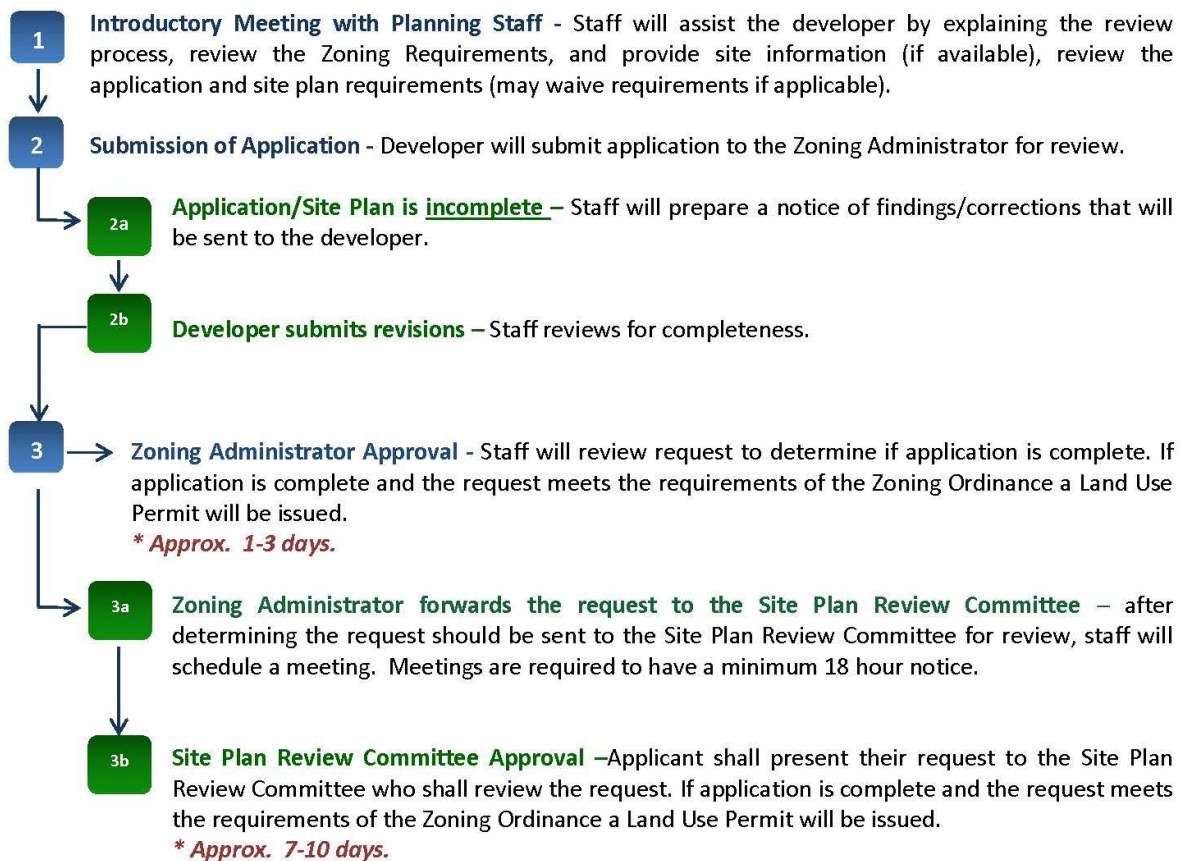
Internal Public Participation Evaluation



Site Plan Review Process for Commercial Projects A Step-By-Step Guide for Developers

The City of Manistee has three levels of review for Commercial Projects Level I for minor projects, Level II for Major Projects. Special Use Permits and Planned Unit Developments require a Public Hearing and review by the Planning Commission. This guide has been developed to assist with the process.

Level I Review – Additions and alterations to existing structures will be reviewed by the Zoning Administrator who shall reserve the right to forward it to the Site Plan Review Committee for approval



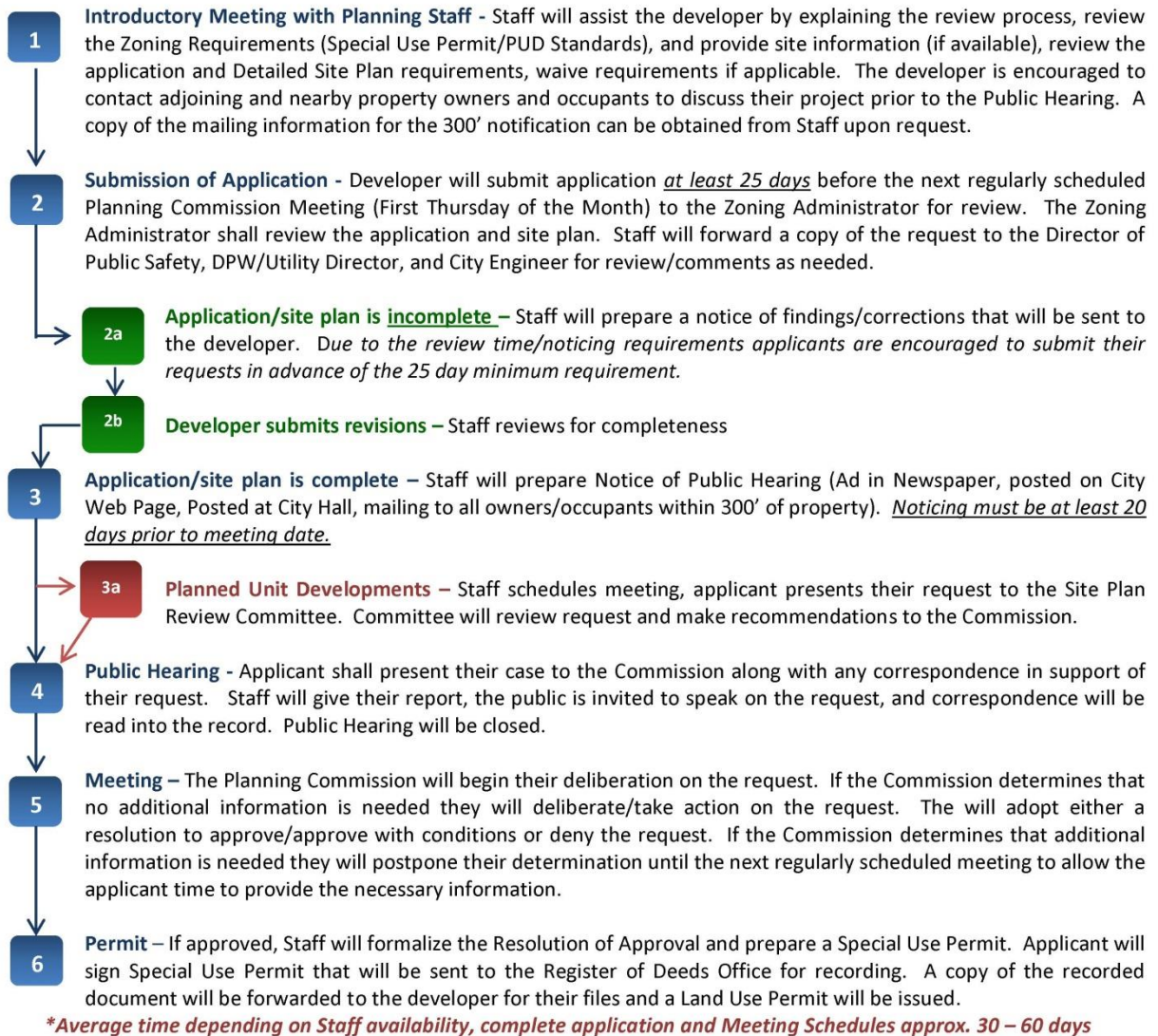
**Average time depending on Staff availability, complete application and/or Meeting Schedules*

Level II Review – New construction shall be reviewed by the Site Plan Review Committee who shall reserve the right to forward it to the Planning Commission for approval



**Average time depending on Staff availability, complete application and/or Meeting Schedules*

Detailed Site Plans – Special Use Permits and Planned Unit Developments – Detailed Site Plans shall be reviewed by the Planning Commission and require a Public Hearing



Manistee Commercial Historic District – If your project is located in the Historic District, Staff will work with you on completing the necessary applications/requests for your project. These requests can be done concurrent with your request for Site Plan Approval.



Community Event Satisfaction Survey

*Please take a moment before you leave
to complete the following:*

What Event did you attend today?

Date: _____

How did you hear about this event?

Was this event held at a convenient location and time? ☐ yes ☐ no

Are you glad you came to this event? ☐ yes ☐ no

Would you improve it in any way? ☐ yes ☐ no

Comments:

The City of Manistee thanks you for your attendance. This survey will assist city personnel to learn from attendees the success of the event/public input process.

Last Updated November 2014



Internal Public Participation Evaluation

Facilitators are asked to complete the following:

Type of Public Participation:

Date: _____

How was the event advertised?

Where was the event held?

How many people attended? _____

Was there a group that was under-represented? ☐ yes ☐ no

If so explain:

Are there ways this could be improved for future events? ☐ yes ☐ no

Comments:

Please return this form to the Planning and Zoning Department. Thank You.

Last Updated November 2014